



## MEMORANDUM

**TO:** Mayor and Council Members

**FROM:** Robert J. Spillar, P.E. Transportation Department Director

**DATE:** April 24, 2009

**SUBJECT:** **Special Events Ordinance**

At the City Council meeting on April 2, 2009, the Council voted to pass the Special Events Ordinance on First Reading with direction to staff to: work with the former Downtown Street Event Closure taskforce to resolve certain issues to the satisfaction of the taskforce members and incorporate them into a revised ordinance.

Staff met with the former task force members on April 16, 2009 and based on that discussion prepared a revised version of the ordinance for consideration as a second reading for the City Council meeting on April 30.

1. **Create a Special Events Commission (or task an existing commission)** – Addressed in Section 14-8-1 Definitions – Staff recommends that the duties related to street events be added to the duties of the Urban Transportation Commission (UTC). The City Attorney's Office will draft changes to the portion of the City Code related to the duties of the UTC (or whichever board Council decides to task with these additional functions) to add the duties suggested by the Task Force. The former task force members asked that the commission changes require that specific stakeholders be represented on the commission. Those included neighborhoods, downtown churches, event developers/promoters, and downtown businesses. Staff notes that the additional items and the tight timeframes to keep events on schedule will require that the UTC will have to change from 1 to 2 meetings a month, and require additional support staff.
2. **Grant Neighborhood Associations a "Super-vote"** - Addressed in Section 14-8-3 (E) – This revision gives neighborhood associations within ½ mile a super-vote that moves an event from an approval track to requiring Council action to move forward. Either the objecting Neighborhood Association would have to remove their objection or the UTC and City Council will be asked to hear the case. The Council could approve the event over the objections of the affected persons and neighborhood associations. Staff notes the potential for a significant number of events that will be placed on the Council Agenda by neighborhood associations. Last year there were approximately 150 special events permitted in the public right-of-way. If just 20% of events drew sufficient

objections, the City Council will be asked to take action on 30 additional special events a year.

3. **Permit Stationary Events on Cesar Chavez Street.** – This issue is to be addressed in the development of the rules that staff is directed to develop in Section 14-8-4. The rules proposal will have a hearing at the UTC before beginning the rules posting process. Staff notes that the task force discussions included possible restrictions on the use of Cesar Chavez for stationary events, for example, not closing the street on non-holiday week days. Staff is collecting traffic data on the impacts of the upcoming closure on April 25th-26th, including citizen comments, to inform future rules development discussions. The rules language will be informed by the data being collected and the task force recommendation that only 1 of 3 east-west routes (Cesar Chavez, 5<sup>th</sup> and 6<sup>th</sup> as a couplet, or 11<sup>th</sup>) can be closed for a stationary event at any one time.
4. **Report on City's Total Annual Financial Expenditures and Revenues related to Street Closures**– Staff will develop a report to be incorporated into the annual budget process to clearly identify costs and revenues for special events.
5. **Incorporate Recommendations related to Notifying Affected Parties and Communicating with the General Public** – This should also be a regular agenda item for the UTC. The special events website developed by the City Manager's Office and the Corporate Public Information Office addresses a number of the suggestions of the task force. As the Office of Special Events is developed, additional technologies will be explored.